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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : C/Plans and Policy Staff

DATE: 3 March 1955

FROM : DC/Junior Officer Training Program

SUBJECT: Weekly Activity Report #9  
23 February - 1 March 1955A. SIGNIFICANT ITEMS

None

B. NORMAL ACTIVITIES

1. C/JOTP spent Friday and Saturday in Boston interviewing and testing twenty-seven JOT applicants. [ ] plans to have conferences with [ ] and [ ] and return to the Office Thursday morning, 3 March.

25X1  
25X1

2. A new office has been provided for the DC/JOTP which improves the conditions under which interviews may be held with both cleared and uncleared persons. The new room number is 1105 Alcott Hall; the telephone extension has not been changed.

3. Meetings concerning JOT programs, applicants, testing, and professional panel procedures were held with [ ] NE, Dr. [ ] A&E, and [ ] PUD.

25X1

4. [ ] returned to the Agency for assignment to an overseas mission. [ ] returned from troop duty with the [ ]

25X1

5. JOT [ ] was attached to TSS and JOT [ ] was attached to EE/[ ]

25X1

6. Language Aptitude Tests were taken by the following JOT's:

25X1

7. Memoranda were sent to the Director of Personnel regarding JOT's who may resign for professional or maternity reasons.

8. DC/JOTP attended the Language Qualification Review Panel for external training for JOT [ ]

25X1

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9. Personal interviews were held with the following JOT's:

25X1

10. [ ] JOT applicants were invited to Washington for testing, interview, and pre-employment medical exam. Files of [ ] candidates were put in suspense. Interviews were held with [ ] JOT candidates and with one JCD candidate. Requests for actions were submitted on two candidates [ ]

25X1

25X1

25X1